

## **1550 - CONSTRUCTION MANAGEMENT DIVISION DIRECTOR**

### **NATURE OF WORK**

Performs difficult professional and administrative work managing and controlling building construction projects and environmental issues and compliance including direct planning, design, construction management and warranty administration activities.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Directs the administration of environmental issues as they relate to City facilities; structures and real estate to ensure compliance with Federal, State and local regulations.

Establishes building construction and environmental programs and standards.

Authorizes the work of architectural, engineering, environmental consultants and contractors on a variety of complex projects.

Reviews and establishes goals and objectives, through conferences and reports, and provide direction for the satisfactory attainment of same.

Analyzes highly technical and complex issues in engineering, construction, and environmental and establish direction, policies and objectives;

Supports City officials in the development of complex and difficult building construction projects including land selection and contract negotiations;

Evaluates and monitors proposed environmental, engineering and construction related legislation to ensure timely compliance with new regulations.

Reviews and analyzes on-going procurement and project development processes, from planning to project occupancy, to provide for continuous improvement through policies and procedures.

Manages construction site operations and safety programs.

Approves consultants plans and specifications at various stages of development, shop drawings, payment requisitions, change orders, substitutions, releases of lien and project completion and closeout.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles and practices of civil engineering as related to the preparation of plans and specifications in the area assigned.

Thorough knowledge of modern methods and techniques as applied to the design, construction. and maintenance of public works and utility projects.

Ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning.

Ability to establish and maintain effective working relationships with City officials, employees,

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contractors and the general public.

Skill in the use of civil engineering instruments and equipment.

Ability to communicate complete ideas effectively, orally and in writing.

Ability to calculate complex cost reports.

### **MINIMUM REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's degree in Engineering, architecture, construction management or related field. Advanced degree is desirable. Professional Registration as an Engineer, Architect or General Contractor and additional training and certification in the engineering, construction or environmental areas. Extensive experience in the management of concurrent, multiple and complex building and related projects from site section to project occupancy; with full budgeting scheduling and direction responsibilities. Experience can substitute for education on a year for year basis.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Ability to do significant walking, climbing, bending, kneeling, and stooping common at construction sites during inspections and observations.

### **SUPERVISION RECEIVED**

Work is performed under the general supervision.

### **SUPERVISION EXERCISED**

Supervision is exercised over subordinate professional, technical and clerical personnel.

Rev. 11/98